

ACTION
OCA 3672-88

OFFICE OF CONGRESSIONAL AFFAIRS

Routing Slip

	ACTION	INFO
1. D/OCA		
2. DD/Legislation		
3. DD/Senate Affairs		
4. Ch/Senate Affairs		
5. DD/House Affairs		
6. Ch/House Affairs		
7. Admin Officer	XX	
8. FOIA Officer		
9. Constituent Inquiries Officer		
10.		
11.		
12.		

SUSPENSE

15 NOV 88 COB

Date

STAT

Action Officer:

Remarks:

STAT

11/7/88

Name/Date

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Name/Date

OCA FILE

reg

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Chief, DCI/PLANS

OCA 3672-88

DATE
4 November 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. John Helgerson, OCA
7D43

2.

3.

4.

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6.

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10.

11.

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14.

15.

~~CONFIDENTIAL~~

4 November 1988

MEMORANDUM FOR: John Helgerson, OCA

25X1 FROM:

Chief, DCI/Plans Officer

SUBJECT: Reporting Under Financial Managers' Integrity Act

25X1 REFERENCE:

1. Per reference each office is to prepare a report under Financial Managers' Integrity Act. This report will be requested each year.

2. Attached is a sample of the report to be completed and returned to DCI/BF by COB 15 November 1988. If you have any questions regarding this report, please call

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4 November 1988

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration

FROM: (Reporting Office)

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE: Internal Accounting and Administrative Control
Systems

25X1

1. As required by reference, I have made an assessment of the operation of the internal accounting and administrative controls for all activities for which I am responsible.

2. In making that assessment, I have given full consideration, as required by paragraph e(1) (a) of reference, to the substance of findings of internal management reviews, staff reporting, audit or inspection reports received during the year, and of reported preliminary findings of significance from reviews, audits, or inspections in process. Particular attention has been given to any findings relating to:

(a) Alleged waste, loss, unauthorized use, or misappropriation of resources, and

(b) Activities or proposed activities perceived to raise possible question of compliance with law, Executive Order, or regulation or that may otherwise appear improper.

3. None of the findings resulted in identification of a control weakness of sufficient materiality to warrant reporting as a material weakness in internal accounting and administrative controls. (Except, if applicable, describe the control weakness in detail in an attachment with an explanation or corrective action taken or proposed - if there is any doubt about whether and identified weakness should be categorized as "material", the weakness and the corrective action should be reported.)

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4. Based upon the foregoing, I make the following certification:

"To the best of my knowledge, ~~(if weakness were identified, include the additional phrase, "subject to the weakness(es) identified in the attachment")~~ the activities taking place during FY88 within (appropriate organizational name) have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective."

Signature of Office Head

** IF THERE ARE NO FINDINGS TO
REPORT, LEAVE OUT SECTIONS
IN YELLOW.

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